



Equality, Respect, and Behaviour Policy – Training for Reality

Purpose

Training for Reality is committed to creating a safe, inclusive, and respectful environment for all participants, clients, and facilitators.

This policy outlines our expectations regarding equality, respectful conduct, and behavioural standards during all training activities, whether delivered in-house, at client premises, or hired venues.

Equality & Inclusion

We actively promote equality of opportunity and do not tolerate discrimination on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage or Civil partnership
- Pregnancy and Maternity
- Race (ethnicity, nationality, or national origins)
- Religion or belief (or lack of)
- Sexual orientation
- Sex (gender)
- Socio-economic background
- Neurodiversity or mental health status

All training materials, delivery methods, and interactions are designed to be inclusive and accessible. Reasonable adjustments will be made (where possible and if informed) to support individual needs.



Respectful Conduct

We expect all participants and staff to:

- Treat others with dignity, courtesy, and professionalism
- Listen actively and engage constructively in discussions
- Avoid language or behaviour that could be considered offensive, intimidating, or exclusionary
- Respect differing perspectives, especially during emotionally charged or sensitive topics
- Maintain confidentiality where appropriate, especially in role-play or disclosure scenarios

Unacceptable Behaviour

The following behaviours are not tolerated during any Training for Reality activity:

- Harassment, bullying, or discriminatory remarks
- Aggressive or disruptive conduct
- Breach of confidentiality or misuse of sensitive information
- Refusal to engage respectfully with facilitators or peers

Any incidents will be addressed promptly and may result in removal from the session or further action in line with our safeguarding and complaints procedures. In which case no refund will be given.

Shared Responsibility

When working at client premises or hired venues, we collaborate with hosts to ensure behavioural expectations are clearly communicated and upheld.

All parties share responsibility for maintaining a respectful and inclusive environment.

Professional Conduct - Monitoring and Review

At the end of each training event or workshop attendees will be invited to provide feedback openly and in confidence about not only the quality of training but anything else they wish to raise.

If the training is for a company, we will encourage that company to collate their own feedback on our services and conduct.

Learners will also be able to provide this anonymously so we can ensure they can raise any concerns without fear or embarrassment.



Training for Reality's Director will read every piece of feedback to ensure any matters receive his personal attention and these will be acted on immediately or as soon as practicable in the prevailing circumstances.

Should the complaint or concern be about our Director himself, we will arrange for a 3rd party (agreed by both the company and client), to review the situation and report back to both parties.

This is to ensure a level of independence and a balanced view that all parties can take away any remedial actions or lessons learned.

All Training for Reality policies will be kept under regular and timely review.

Dress Code Policy

At Training for Reality, we strive to maintain a professional and inclusive environment during our training sessions.

To ensure all delegates feel comfortable and respected, we kindly ask everyone to adhere to the following dress code guidelines:

No delegate is to wear any clothing featuring offensive language, symbols, or images, or clothing that display political messages, slogans, or endorsements. Nor any clothing that could be considered obscene or inappropriate in a professional setting.

Expectations

Delegates are encouraged to dress in a manner that reflects professionalism and respect for the learning environment. Smart casual attire is preferred, but comfort is key, so learners feel relaxed and open to learning.

Reporting & Support

If you experience or witness behaviour that breaches this policy, please report it to the lead facilitator or contact:

Training for Reality

Email: garth@training4reality.co.uk

Phone: 07548 819827